

Summary Distribution of
Personal ServicesBureau _____
Dept. or Agency _____

EXHIBIT A

- ☐ Bureau
☐ Office of Secy. or Admin.
☐ Dept. or Agency Summary

25X1A	19 PY		19 CY		19 BY		LE BIA
	Average Paid Employment (A)	Total Salary Obligations (B)	Average Paid Employment (A)	Total Salary Obligations (B)	Average Paid Employment (A)	Total Salary Obligations (B)	
A. ANALYSIS BY ACTIVITY							
1. Personnel							
2. Fiscal							
3. Property mgt.							
4. Budget							
5. Organization & methods							
6. Mail & messenger							
7. Executive direction; other admin. services (specify)							
8. Executive direction and admin. serv. subtotal							
Continental program activities							
9. Public relations and publicity							
10. Other							
11. Contl. prog. activ. subtotal							
12. Non-contl. activities							
13. Total personal services (01)							

EXHIBIT A (Cont'd)

AMOUNT OF OBLIGATIONS ON LINE 8 CHARGED TO EACH APPROPRIATION OR FUND TITLE			
	19 FY	19 CY	19 BY
B. DISTRIBUTION OF COST BY APPROPRIATION OR FUND TITLE	<div>25X1A</div> <div></div>		
Appropriation "A"			
Appropriation "B"			
Appropriation "C"			
14. Total (same as Line 8, Column B)			

Appendix B to Sec. 302
Special Instructions
for 1950 Estimates

Instructions for Preparation of Report on
Staffing Requirements for Personnel Services (Exhibit B)

1. General. Each department and establishment is requested to submit, in quadruplicate, separate reports showing their staffing requirements in the continental United States for personnel services, in the form of Exhibit B attached hereto, for (a) each bureau or comparable unit or each corporation; (b) for the office of the Secretary, Administrator, or comparable agency headquarters; and (c) for the department or establishment as a whole. Small agencies which are not organized into bureaus or other comparable units shall, however, submit only one report for the agency as a whole.

Each such report shall show average paid employment and total salary obligations for personnel services in the continental United States (as set forth and defined in paragraph 2 below), in the fiscal years 1948, 1949 and 1950. It shall show certain workload data pertaining to personnel services as indicated in Part C of Exhibit B. The summary report covering the department or establishment as a whole shall not list the appropriations from which such salary obligations are financed (Part B of Exhibit B), except in the case of small agencies submitting only a single report for the agency as a whole. Detailed instructions for preparation of Exhibit B are set forth in paragraph 3 of this appendix.

2. Definition of personnel services. Personnel services are defined to include regularly assigned duties relating to:

- a. Direction and administration of the personnel program - planning, developing and coordinating policies; advising and assisting management with respect to laws, regulations, policies and principles; developing, reviewing and distributing personnel procedures, issuances, directives and instructions; directing, supervising, coordinating and exercising control over personnel offices; participating in the review of loyalty reports, hearings and appeals; maintaining relations with public and private organizations; and performing clerical and stenographic work directly related to this activity.
- b. Employment, placement and separation - developing qualification standards and recruiting sources; selecting, placing, promoting, converting, demoting, reassigning and separating employees; developing performance standards and programs for evaluating work performance; and performing clerical and stenographic work directly related to this activity.

- c. Job evaluation and classification of salaried positions - establishing classification standards; analyzing, evaluating and allocating positions; maintaining files of position descriptions and related records; and performing clerical and stenographic work directly related to this activity.
- d. Employee relations and services - administering award systems and grievance and efficiency rating appeals programs; advising and counselling employees; advising management with respect to fund raising campaigns and welfare activities; and performing clerical and stenographic work directly related to this activity.
- e. Training - assisting operating officials in determining training needs; planning, developing and conducting training programs; preparing training materials; and performing clerical and stenographic work directly related to this activity.
- f. Committees of Expert Examiners and Boards of Civil Service Examiners - developing examination materials, preparing announcements and rating examinations; certifying from registers and auditing certificates; conducting investigation of applicants; reviewing, hearing and acting on appeals; and maintaining files and records, compiling and preparing reports and statistics; and performing clerical and stenographic work directly related to this activity.
- g. Wage administration - conducting wage surveys to determine wage rates of employees whose wage rates are fixed administratively by the agency; evaluating jobs for wage purposes; setting wage schedules; and performing clerical and stenographic work directly related to this activity.
- h. Processing; records and reports - preparing SF-50, Notification of Personnel Action; processing of other forms and papers (including loyalty forms) to consummate personnel transactions; maintaining official personnel folders and service record cards; compiling and preparing statistics and reports concerning employment; maintaining procedure and reference files; and performing clerical and stenographic work directly related to this activity.
- i. Health services - developing and administering employee health and hygiene programs; developing and applying physical standards for employment; conducting physical examinations and maintaining dispensaries and first-aid facilities; administering the Bureau of Employees Compensation laws and regulations; maintaining files and records; compiling and preparing reports and statistics on health services; and performing clerical and stenographic work relating to this activity.

- j. All other. Any activities not reported above, such as safety activities, relations with organized labor (labor relations), etc. which are considered by the agency to be a part of personnel administration. Does not include pay roll operations, time and leave reporting and recording, or the maintenance of retirement records, which are included within the definition of fiscal services.

3. Instructions for preparation of Exhibit B.

- a. Reporting employment for persons dividing time between administrative services and program activities. Employment data shall be reported for employees who, as a part of their regularly assigned duties, devote 50% or more of their time in the aggregate to administrative services, as listed and defined in Appendix A, and who devote a portion of that time to personnel services. (For example, employment data for a person who devotes 20% of his time to property management work, 30% of his time to personnel services, and the balance to program activities will be included, with 30% of his time reported on Exhibit B under Part A; whereas employment data for a person who devotes 30% of his time to personnel services and the balance to program activities will not be included in this exhibit.) Employment of persons who perform work included in the above definition of personnel services on a short term, non-recurring basis shall not be reported in this exhibit. The time of employees apportioned between two or more administrative services or between administrative services and program activities shall be shown in tenths of a man year.
- b. Reporting employment for persons dividing time between two or more personnel activities. In reporting employment for persons dividing their time between two or more personnel activities (as defined in paragraphs 2 a through j above), time should be divided only when an employee is specifically assigned to two or more activities on a regular and recurring basis. Short-term, non-recurring special assignments outside regularly assigned activities should not be reported as a split assignment.
- c. Reporting of salary obligations. Salary obligations shall be reported and, when necessary, distributed on the same basis that employment is reported and distributed. Salary obligations for both civilian and military personnel shall be reported, including, as a part of the total, basic compensation and any types of payments above basic rates included within the OI personal services amount as set forth in the agency's annual budget estimates. (See Secs. 46-50 of Circular A-11 Revised, as supplemented by section 303, Special Instructions for 1950 Estimates.)

- d. Reporting of workload data. In reporting workload data (Part C of the Exhibit), only work performed by employees devoting 50% or more of their time to administrative services shall be included. If workload data for the fiscal year 1948 reported to the Bureau of the Budget in response to Bureau of the Budget Bulletin No. 1947-48:18 constitute the most accurate information available such data may be inserted in the 19FY column of Exhibit B.
- e. Reporting on functional basis. Employment and salary obligations shall be reported on a functional basis, regardless of the organizational unit in which work is performed. (For example, the time of employees engaged in payroll, leave and retirement work will be reported under fiscal services, not under personnel services even though such work may be performed in a personnel office.)
- f. Line-item instructions.
- Lines 1-12. The time and cost of employees should be apportioned among the various personnel activities in tenths of a man year. The operations included in these activities are defined in paragraph 2 above.
- Line 13. The total of appropriation and fund amounts used to finance the personnel activities shown under Part A.
- Lines 14-19. Show the paid employment of the agency or other unit. Full-time, part-time and intermittent employees are defined under the instructions pertaining to lines 2 and 3 of C.S.C. Form 3257, Monthly Report of Federal Civilian Employment.
- Lines 21-25. These are personnel actions classified according to standard terminology. If needed, detailed definitions may be found in Chapter R-1 of the Federal Personnel Manual.
- Line 26. Show that portion of the .01 personal services obligations used to pay for personal services of civilian officers and employees in the continental United States.
- Line 27. Divide the amount of .01 obligations shown in Line 26 by the average paid employment subtotal in line 9, Column A.